Knowledge Center Operational Group (KCOG) Tips

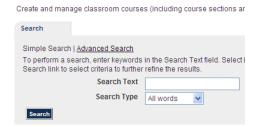
Batch Enrollment

Step 1: Follow the trail

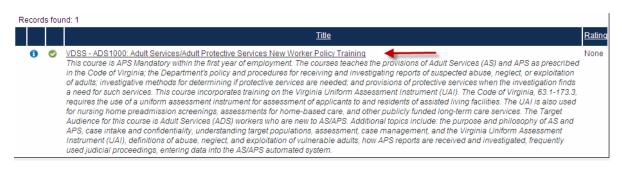
Home >> Administration >> Manage Training >> Classroom

Step 2: Type in the course in question in the search text and hit search and the bottom.

Classroom



Step 3: Click on the underlined title of the class



Step 4: Click on Manage Enrollment

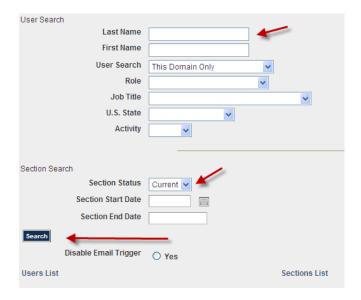


Step 5: Choose current and click go

VDSS - ADS1000: Adult Services/Adult Protective Se...

Batch enroll users, cancel enrollment	for users and waitlist (users. You may a	llso view information	about course sections	and users who are enrolled/waitlis
Manage Enrollment					
Enter search criteria using the fields enrollment or waitlist a user.	and menus and click	Search to find co	urse sections. Use	the checkbox and Cano	cel Enrollment/Waitlist button to cand
Section Status	Current				Batch Enroll Users 🗸 🔽
Start Date					
End Date					
Activity	~				
User Search	This Domain Only	~			
Disable Email Trigger	O Yes		No		
Search					

Step 6: When populating this screen, you need to make a decision on whether you are looking for one person or more than one person. If you are looking for one person, populate last name and first name. If you are looking for more than one, hit search at the bottom of the page.



Step 7: Put a check in the box beside the person you are choosing, and then put a check in the circle beside the appropriate course. Remember, you can do multiples on the same page, but once you transition to another page, the checks will go away.

